Name of School:	 Government of South Australia
Name of Student:	Department for Education

SCHOOL ENROLMENT FORM (EMS)

INFORMATION PRIVACY STATEMENT

The Department for Education is committed to respecting the privacy of the information we collect about children, young people and their families. The information we collect from the school enrolment form helps us:

maintain emergency contact information

Date of Birth:

- inform you about matters concerning your child, their school, and the education system
- provide first aid and support student's health requirements
- provide information for school resource entitlements
- collect data to better understand student performance and to improve the education system
- meet our reporting requirements, including to other government agencies
- give information to contractors completing the Australian Early Development Census (www.aedc.gov.au).

The information you provide on this form can help your child's school make planning and resourcing decisions. Questions marked * on this form are included to collect information required under the Australian Education Regulations 2013.

Information from this form is stored securely in local school and department databases and files. The information may be transferred between schools if your child moves schools or locations between levels of education. Transferred information is updated by information provided on the current enrolment form. Data will also be shared with the Australian Government and the Australian Curriculum, Assessment and Reporting Authority (ACARA) where it is required by law for purposes such as NAPLAN testing.

We will collect data about student education and wellbeing from enrolled students, including:

- records of learning progress (including NAPLAN testing)
- absences from school
- behaviour, health and social development reports, observations, and assessments.

To make sure our data collection is secure, private, and confidential, we are governed by legislation including:

- Australian Education Act 2013 (Cth)
- Education and Children's Services Act 2019 (SA)
- State Records Act 1997 (SA)

Our contracts with any external organisations who need access to data about a child include strict confidentially and disposal provisions.

The school enrolment form has been designed to ensure a parent or legal guardian complies with their obligation to provide information under the *Education and Children's Services Act 2019 (SA)* and to ensure the department complies with the Information Privacy Principles (IPP) www.dpc.sa.gov.au/resources-and-publications. Section 137 of the *Education and Children's services Act 2019 (SA)* regulates the disclosure of personal information held by the department and is consistent with the IPPs. The department will not disclose personal information to others without your consent, unless required or authorised by a law of the State or Commonwealth, or under the IPPs or the Information Sharing: Guidelines for Promoting Safety and Wellbeing (ISG) www.dpc.sa.gov.au/responsibilities/information-sharing-guidelines (refer below for more information).

INFORMATION SHARING STATEMENT

There are situations when the Department for Education might need to share information externally. For example, when it's important to your child's educational progress, or to manage a risk of serious harm to others. These situations are addressed by the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Under the ISG, we will seek your consent to share personal information about you or your child unless:

- disclosure is authorised or required by law
- it's unsafe or impossible to gain consent or consent has been refused
- not sharing the information will result in increased risk of serious harm to someone.

Your school may share information about your child's personal needs with specialised department staff, including Student Support Services. This is to help your school provide an appropriate education program and make teaching and learning adjustments for your child if needed.

Your school may also use the information you provide when applying for specialist resources, services, or funding to support your child's education. The school will seek your consent before making any formal referrals for additional support.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people, and their families. We work with you and other agencies/services to achieve this aim. We strongly encourage you to share all relevant information about your child that can help them enjoy and benefit from education. You can do this by:

- filling in the 'any other information' section of this form
- discussing any concerns with staff when enrolling and in the future.

Where required, your school may need to share key information in relation to your child (their name, date of birth, class, and student ID number) with an external service provider engaged by the department to produce a student ID card for your child. External services providers follow strict confidentiality and disposal provisions. By signing below, you consent to this information being shared for this purpose. If you don't consent to this information being shared, please contact the school directly to discuss options available.

I have read and agree with the above information privacy
statement and information sharing statement.

Parent Signature

Refer to the occupation groups listed below when completing the questions on page 5 and 6.

Group 4

Machine operators, hospitality staff, assistants, labourers, and related workers

Group 3

Tradesmen/women, clerks and skilled office, sales, and service staff

Group 2

Other business managers, Arts / Media / Sportspersons and associate Professionals

Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive / manager /

department head in industry.

commerce, media or other

Drivers

Mobile plant, Production / Processing, Machinery, Other machinery Operators.

Hospitality staff

Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.

Office assistants

Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.

Sales assistants

Sales assistant, Motor vehicle / Caravan / Parts Salesperson, Checkout operator, Cashier, Bus/train conductor, Ticket seller, Service station attendant, Car rental desk staff street, Vendor, Telemarketer, Shelf stacker.

Assistant / aide

Trade's assistant, School / Teacher's aide, Dental assistant, Veterinary nurse, Nursing assistant, Museum / gallery attendant, Usher, Home helper, Salon assistant, Animal attendant.

Labourers and related workers

Defence Forces

Other ranks below senior NCO not included above.

Agriculture, horticulture, forestry, fishing, mining worker

Farm overseer, Shearer, Wool / hide classer, Farm hand, Horse trainer, Nurseryman, Greenkeeper, Gardener, Tree surgeon, Forestry / logging worker, Miner, Seafarer / fishing hand.

Other worker

Labourer, Factory hand, Storeman, Guard, cleaner, Caretaker, Laundry worker, Trolley collector, Car park Attendant, Crossing Supervisor.

Tradesmen / women

Generally, have completed a 4-year Trade Certificate, usually by apprenticeship.

All tradesmen / women are included in this group.

Clerks

Bookkeeper, Bank / PO clerk, Statistical / Actuarial Clerk, Accounting / claims / audit clerk, Payroll clerk, Recording / registry / filing clerk, Betting clerk, Stores / inventory clerk, Purchasing / order clerk, Freight / transport / shipping clerk, Bond clerk, Customs agent, Customer services clerk, Admissions clerk

Skilled Office Staff

Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.

Skilled Sales Staff

Company sales representative, Auctioneer, Insurance agent / Assessor / Loss adjuster, Market researcher.

Skilled Service Staff

Aged / Disabled / Refuge / Child care worker, Nanny, Meter reader, Parking inspector, Postal worker, Courier, Travel agent, Tour guide, Flight attendant, Fitness instructor, Casino dealer / supervisor.

Owner / manager

Farm, Construction, Import / Export, Wholesale, Manufacturing, Transport, Real estate business.

Specialist manager

Finance, Engineering, Production, Personnel, Industrial relations, Sales / marketing.

Financial services manager Bank branch manager.

Finance / investment / insurance, Broker, Credit / loans officer.

Retail sales / services manager

Shop petrol station, Restaurant club, Hotel / Motel, Cinema, Theatre agency.

Arts / media / sports

Musician, Actor, Dancer, Painter, Potter, Sculptor, Journalist, Author, Media presenter, photographer, Designer, Illustrator, Proof reader, sportsman / woman, Coach / trainer, Sports official.

Associate professionals

Generally have diploma / Technical qualifications, Support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing

Technician / Associate professional.

Business / administration

Recruitment / Employment / Industrial relations / Training officer. Marketing / Advertising specialist, Market research analyst, Technical sales representative, Retail buyer, Office / project manager.

Defence Forces

Senior Non-Commissioned officer.

Public service manager

large organisation.

(Section head or above), Regional Director, Health / Education / Police / Fire services, Administrator.

Other administrator

School Principal, Faculty head / Dean, Library / Museum / Gallery director, Research facility director.

Defence Forces

Commissioned Officer.

Professionals

Generally have degree or higher qualifications and experience in applying this knowledge to:

- Design, develop or operate complex systems;
- Identify, treat and advise on problems;
- And teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing.

Professional.

Business

Management consultant, Business analyst, Accountant, Auditor, Policy analyst, Actuary, Valuer.

Air / sea transport

Aircraft / ship's Captain / Officer / Pilot, Flight officer, Flying instructor, Air traffic controller.

Parent's education, qualification and occupation

The questions about each parent's education, qualifications and employment group are asked on all school enrolment forms.

In South Australia this information is used in determining each school's *Index of Educational Disadvantage* (IED), which is linked to funding levels and may be used to allocate resources to school services. In the future this information may be used to determine resource allocations to schools.

If you are an independent student (living without a parent), please skip page 5 and 6 (Enrolling Parent Details) and complete Page 3 – Student Personal Details.

	Student Personal Details	provide proof of identity)
Family Name:		
Given Names:		
Preferred Name:		
* How does the student descr	ribe their gender?	male ☐ Another term/non-binary ☐ Not stated
	sensitivities of identifying ge provide an inclusive environ student's gender identity, ple	quire the capture of students' gender. The Department for Education recognises the nder for some students. The department is committed to inclusion, and all schools ment for all students. If you wish to provide additional information about this ease add them to the Comments section (page 10). The school will respond and according to requests made in your comments.)
Date of Birth:		☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander
		☐ Yes, both Aboriginal and Torres Strait Islander
* Is the student of Aboriginal of	or Torres Strait Islander origin?	□ No □ Not Stated
* In which country was the stu	udent born? 🔲 Australia 🗔	1 Other (please specify)
What is the student's cultural b	background?	
Religion (optional):		
Does the school need to be aw	vare of any cultural and/or religious require	nents? Please advise:
* Does the student speak a lar	nguage other than English at home?	□ No, English Only □ Yes
Main Language:		Other Language/s:
Does the student attend an after	er-hours Ethnic school?	□ No □ Yes
If yes, which school?		Which language is studied?
Residence status of student:	☐ Australian Citizen	If student is born overseas:
	■ New Zealand Citizen	Date of Arrival in Australia:
	Permanent ResidentTemporary Entry Permit	Visa Subclass*:
	☐ Other Overseas	Visa Grant Date:
	☐ Permanent Humanitarian Visa	Visa Expiry Date:
	□ Not Stated	Passport / Immicard No:
		(*For a student born overseas with a date of arrival in Australia on or after 1/1/2006, a "visa sub-class" must be entered. Refer to visa grant letter or visa entitlement verification online (VEVO) for visa details and conditions. Some temporary residents are required to pay fees and must have a letter of offer / confirmation from International Education Services.)
Does the student receive any of the following allowances?	☐ ABSTUDY ☐ Australian Defence ☐ Independent Living Allowance ☐ Is	Force
Is the student approved for Sch	hool Card Assistance?	□ No □ Yes
	School Envolment Form /FMS) Varaian 4.4 June 2024

	Family C	Contact Details	
Family Phone Number:		Family Mobile Phone:	
Family Email Address:			
	Student Address Details	s (provide proof of residence)	
Mailing* Address			
Name to be used for all correspondence:			eg Mr and Mrs Black, Ms B Green
Address Line 1:			
Address Line 2:			
Suburb / Locality:		Post	code:
Country (if not Australia):		Student Mobile Number:	
Hundred (if applicable):	Section:	UHF:	- MHz
Student's Email Address:			
Residential* Addres	(must be the student's primary place o	of residence, not a commercial, postal or a ma	iling address)
Name to be used for all correspondence:			eg Mr and Mrs Black, Ms B Green
Address Line 1:			
Address Line 2:			
Suburb / Locality:		Posi	code:
Country (if not Australia):			
Hundred (if applicable):	Section:	UHF:	- MHz
* If the student is under share	care arrangements, provide the address	ss details of where the child lives the majority	of the school week.
If you	ave other addresses that need to be d	locumented, note in the comment section on p	page 10.

Enrolling Pare	
(Birth, Adoptive Parent	or Guardian) Employment & Education Details
Mr / Mrs / Ms / Other:	Employment & Education Details
Surname/Family Name:	* What is the occupation group of the parent?
Given Names:	Please select the appropriate occupation group from the list on page 2.
	If the person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 months, please
Preferred Name:	use the person's last occupation. If the person has not been in paid work in the last 12 months,
Gender: Male Female Another term/ non-binary	enter 8 above.
Contact Type: ☐ Primary ☐ Secondary	Occupation:
Relationship to Student:	Occupation:
(Person listed as parent are an emergency contact and are authorised to collect the child <u>unless</u> otherwise stated).	Employment Status: □ Employed (casual) □ Employed (full-time)
Other Details	☐ Employed (tall-time)
In which country was the	☐ Employed (part-time)☐ Other
parent born?	☐ Pension or benefit recipient
If not born in Australia, what was the date the parent arrived in Australia?	☐ Self-employed☐ Student
* Does the parent speak a language other than English at home? □ No, English only □ Yes	☐ Unemployed
If yes, what is the main language the parent speaks at home?	* What is the highest year of school the parent has completed? (For persons who never attended school, select 'Year 9 or equivalent or
Does the parent require an interpreter? No Yes	below'.)
Language for translation:	Year 12 or equivalent 4 Year 11 or equivalent 3
What is the cultural background of the parent?	Year 10 or equivalent
·	Year 9 or equivalent, or below
Contact Details	4
Home Phone:	* What is the level of the highest qualification the parent has completed?
Work Phone:	Bachelor degree or above
Mobile Phone:	Advanced diploma / Diploma 🚨 6
Email:	Certificate I to IV (including trade certificate)
	No non-scribol qualification
Correspondence and Responsibilities	
Please select all options that apply:	
Responsible for Student Receive Site Information (eg Newsler Responsible for Fees (Account Payer)	· —
Preferred method of contact: Email (provide email above) Mail SMS (provide mobile number)	
Residential Address	Mailing Address (if different from residential address)
	J. Harrison (I. Sanotoni Horri Todatonia adaroso)
Student lives with this parent: ☐ Always ☐ Shared Living ☐ Other	1
Address:	Address:
Suburb /Town:	Suburb / Town:
Country:	Country:
Postcode:	Postcode:

Enrolling Pare (Birth, Adoptive Pa	
(Zimi, ridopiiro i d	Employment & Education Details
Mr / Mrs / Ms / Other:	
Surname/Family Name:	# What is the occupation group of the parent? Please select the appropriate occupation group from the list
Given Names:	on page 2.
Preferred Name:	If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use
Gender: ☐ Male ☐ Female ☐ Another term / non-binary	the person's last occupation. If the person has not been in paid work in the last 12 months,
Contact Type: ☐ Primary ☐ Secondary	enter 8 above.
Relationship to Student:	Occupation:
(Person listed as parent are an emergency contact and are authorised to collect the child <u>unless</u> otherwise stated).	Employment Status:
Other Details	☐ Employed (full-time)
Leaded according to	☐ Employed (parental leave) ☐ Employed (part-time)
In which country was the parent born?	□ Other
If not born in Australia, what was the	☐ Pension or benefit recipient☐ Self-employed
date the parent arrived in Australia?	□ Student
Does the parent speak a language other than English at home? □ No, English only □ Yes	☐ Unemployed
If yes, what is the main language the parent speaks at home?	* What is the highest year of primary or secondary school the parent has completed? (For persons who never attended school, select
Does the parent require an interpreter? ☐ No ☐ Yes	'Year 9 or equivalent or below'.)
Language for translation:	Year 12 or equivalent
What is the cultural background of the parent?	Year 11 or equivalent
	Year 9 or equivalent, or below
Contact Details	
Home Phone:	* What is the level of the highest qualification the parent has completed?
Work Phone:	Bachelor degree or above
Mobile Phone:	Advanced diploma / Diploma
Email:	No non-school qualification
Correspondence and Responsibilities	
Please select all options that apply: Responsible for Student Receive Site Information (eg Newsle Attendance Contact Responsible for Fees (Account Pay	· —
Preferred method of contact: Email (provide email above) Mail SMS (provide mobile number)	
Residential Address	Mailing Address (if different from residential address)
Student lives with this parent: ☐ Always ☐ Shared Living ☐ Other	
Address:	Address:
Suburb /Town:	Suburb / Town:
Country:	Country:
Postcode:	Postcode:
]

Other person 1 providing care to the student (if applicable)

This section should be completed for any other persons providing some level of care for the student. If the school has established that a person claiming

to be a parent has appropriate authority to enrol the student (e.g. person in loco parentis), they should be recorded as an enrolling parent (page 5&6). For further details schools should refer to the admission procedure. ■ Reports □ Access □ Correspondence Mr / Mrs / Ms / Other: **Contact Details** Surname/ Family Name: Home Phone: Given Name: Work Phone: Preferred Name: Mobile: Email: ■ Male □ Female ■ Another term / non-binary Gender: Contact Type: ☐ Primary ☐ Secondary ☐ Other Notes: Relationship to Student: **Residential Address** Mailing Address (if different from residential address) Resides at the same address as the student? Address: Address: Suburb Town: Suburb/ Town: Country: Country: Postcode: Postcode: Other person 2 providing care to the student (if applicable) ■ Reports □ Access Correspondence Mr / Mrs / Ms / Other: **Contact Details** Surname/ Family Name: Home Phone: Given Name: Work Phone: Preferred Name: Mobile: Email: Gender: □ Female ■ Another term / non-binary ■ Male ☐ Primary ☐ Secondary ☐ Other Contact Type: Notes: Relationship to Student: **Residential Address** Mailing Address (if different from residential address) Resides at the same address as the student? \Box Yes ■ No Address: Address: Suburb Town: Suburb Town: Country: Country: Postcode: Postcode:

Emergency Contacts (If enrolling parents cannot be contacted or unable to collect student)

	Note:	Includes pe	rmission to	provide ov	ernight care	
Priority 1						
Name:				Home Ph	one:	
Relationship:				Mobile Ph	one:	
				Work Ph	one:	Ext:
Priority 2						
Name:				Home Ph	one:	
Relationship:				Mobile Ph	one:	
				Work Ph	one:	Ext:
Priority 3						
Name:				Home Ph	one:	
Relationship:				Mobile Ph	one:	
				Work Ph	one:	Ext:
Priority 4						
Name:				Home Ph	one:	
Relationship:				Mobile Ph	one:	
				Work Ph	one:	Ext:
		Additio	nal family	y informat	tion	
Siblings (if applic	able)					
Full Name			Gend	der	Date of Birth	Attends this school?
		☐ Male	☐ Female	☐ Other	DD MM YY	□ No □ Yes
		■ Male	☐ Female	☐ Other	DD MM YY	□ No □ Yes
		■ Male	☐ Female	☐ Other	DD MM YY	□ No □ Yes
		☐ Male	☐ Female	☐ Other	DD MM YY	□ No □ Yes
		■ Male	☐ Female	☐ Other	DD MM YY	□ No □ Yes
					1 1	
Australian Defen	ce Force Indicator					
Does the student has	ve an enrolling parent who i mber of the Australian Defer	s a current or	=/3	□ No	☐ Yes, current ADF mem	ber ☐ Yes, ADF Veteran*
	ed as a person who has served			☐ Unsure	□ Not stated	
	nanent or Reserve or part-time i					

Medical conditions and health support for student				
Does the student have a diagnosed medical condition?	□ No □ Yes			
If Yes , please tick the relevant conditions:				
□ Acquired Brain Injury □ Gastrostomy □ Asthma □ Hearing Impaired / Ear health □ Cerebral Palsy □ Heart Condition □ Continence □ Joint Conditions □ Cystic Fibrosis □ Medication □ Diabetes □ Mild Allergy	Oncology Oral Eating and Drinking Seizures and Epilepsy Severe Allergy Anaphylaxis Transfer and Positioning Visually Impaired			
If other, please specify:				
Does the student require additional health support or first aid? (eg support with medication management, continence care, psychological issues)	□ No □ Yes			
If Yes , the school will need a health care plan from the treating doctor / health profession is plan attached?	onal. □ No □ Yes			
Custody/ Guardianship and Co (Including parenting or intervention				
Is the student in care and subject to a custody or guardianship order under the Children and Young People (Safety) Act 2017 (SA)?	n No Yes			
(If Yes, case workers and schools should ensure their local student support service office has been relation to the student's educational needs.)	contacted, and appropriate forms and meetings are completed in			
Are there any current Court orders relating to this student? (If Yes, a copy of the order must be provided for the school's records.)	□ No □ Yes			
On what date was the court order issued?				
C3MS Identifier number, if applicable				
Key details of Court Orders/ Custody/ Guardianship provided (School use only):				

Other preschools and school	ols attended
Is the student currently attending a government school?	□ No □ Yes
If Yes, please specify the current Department for Education school:	
If No, please specify the current non-government school they are attending:	
If No, have they previously attended a government school? If so, please list the two	recent government school attended.
Preschool / School Name	From To
Any Other Information / C	comments
Signatures By signing this form, you are declaring that all inform	nation given is true and accurate
by signing this form, you are declaring that all inform	mation given is true and accurate.
Signature Enrolling parent 1:	
Signature Enrolling parent 2:	
School use only	
Pre enrolment interviewer:	
Data entry person:	

Schoo	I Use Only
Proof of identity No Yes provided	
Proof of residence provided? No Yes	
School No:	House:
ED ID:	Enrolment Date:
Student ID:	Permanent Resident:
School Year Level:	Origin:
Census Year Level:	Visa Sub-Class:
Roll Class:	NESB:
FTE:	EALD: Yes No
Campus:	IELP / NAP Transfer: Yes No
ES ID Number:	
Mid-year reception intake start date:	